



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Jeep Eco-Tour Driver
REPORTS TO: Guest and Volunteer Services Manager **STATUS:** Non-Exempt – Part-time
UPDATED: January 2019 **DEPT:** Guest and Volunteer Services

POSITION SUMMARY:

This position functions as the driver for the Jeep Eco-Tour Department, performing ecological tours of the interior land owned by the Conservancy. The Conservancy roadways in the interior of the island are somewhat difficult to negotiate as well as very steep and rocky in a number of areas. As such, this position must be fully capable of operating the tour jeep in a safe and practical manner. In addition, this position has complete responsibility for maintaining the vehicles in a clean fashion, and for coordinating any needed vehicle service with the Conservancy’s mechanical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As a Jeep Eco Tour driver and in any other capacity of the Conservancy:

- Must properly inspect and perform adequate pre and post-tour safety inspection of vehicle, including but not limited to, checking oil, air pressure, water and gas levels, and ensure that the vehicle is clean and ready to provide a safe and pleasant tour experience.
- Be able to engage guests in a manner that creates a hospitable, comfortable and satisfying adventure and discovery experience for them and to provide proper feedback to management on their tour groups using the forms required.
- Possess a solid and complete understanding of Catalina’s ecology. It is essential that our drivers deliver on the promise of ecological and interpretive excellence, and achieve the distinction of being the best informed, most highly trained and sought after tour leaders.
- Must act in a highly professional, polite and service oriented fashion while creating a favorable impression of the Conservancy.
- Provides input in the development of new tour routes and tour packages.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory; the requirements listed below are representative of the knowledge, skills and/or ability required. An ideal candidate will possess a substantial combination of all these requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE/SKILLS:

- Customer service techniques.
- Safe working practices and procedures.
- Successful completion of Conservancy Naturalist Training Levels One and Two.
- Safely operate passenger jeep and follow all rules of Conservancy Vehicle Policy.

- Provide exceptional customer service and demonstrate excellent presentation skills.
- Work weekends, holidays and overtime as required.
- Assess weather conditions quickly and ensures passenger safety and comfort.
- Communicate orally and in writing in the English language so as to be able to read road signs, give reports and communicate effectively with both the public and members of law enforcement.
- Hear within a normal range
- Work in a variety of weather and environmental conditions with exposure to the elements, dust, and extreme heat and cold temperatures.
- Establish and maintain effective working relationships with staff, passengers, stakeholders and the general public.
- Complete and maintain detailed logs and incident reports with clearly organized thoughts using proper English sentence structure, punctuation, and grammar.
- Immediately report incidents to a Ranger.
- Communicate and interpret Catalina's rich natural heritage to a wide variety of audiences.
- Demonstrate a high level of knowledge and understanding of the Conservancy and Catalina Island's natural and cultural history.

EDUCATION/EXPERIENCE:

High School diploma or GED is required. A college degree in science, education or related major preferred and/or equivalent experience.

This position requires extensive knowledge of the Island's ecology, natural history and the Conservancy's mission and goals. Extensive training will be provided while employed and employee is expected to be able to demonstrate knowledge of materials learned after training has been completed.

Prior experience is desired; On-The-Job-Training will be provided.

LICENSING and OTHER REQUIREMENTS:

A valid driver's license with no major driving citation in the last 39 months is required for all driving positions. Driver's license must be current with no restrictions at all times.

Individuals in this classification must have a Commercial Driver's license with a passenger endorsement.

Failure to keep this license will result in immediate termination of employment.

Air brakes endorsement is desirable.

Current First Aid/CPR certification

Must maintain current Medical Examiner's Certification, in accordance, with the Federal Motor Carrier Safety Regulations.

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspect motor vehicle pre and post tour.
- Visual and muscular dexterity to operate equipment.
- Drive a motorized vehicle
- Lift and carry materials weighing up to 50 pounds.
- Some exposure to darkness, dust, grease, noise, inclement weather, temperature extremes and unpleasant odors.
- Work during the week, weekends and holidays.
- Respond and direct response of various staff and agencies in emergency situations.

Must be willing work on Catalina Island.

- This position description is intended to reflect typical responsibilities and specific tasks for the individual filling the position of a Full-time or Part-time Jeep Eco-Tour Driver. The Conservancy is an “ at will” employer offering equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin or disability (within the physical parameters defined in the position description and those associated with remote island living). Any offer of employment contingent upon verification of individual’s eligibility for employment in the United States.